

Time Item #
11:30 1 Call to Order / Record of Attendance

FOR REVIEW AND DISCUSSION

11:33 2 **PROJECT OVERVIEW**

SRTC staff will provide an overview and schedule for the following activities:

- Calendar Year (CY) 2025 Budget Development
- Annual Performance Evaluation of the Executive Director
- Review and update of the Procurement Manual
- SRTC Annual Audit

11:40 3 **DRAFT CY 2025 BUDGET: INITIAL STAFF RECOMMENDATION**

SRTC staff will review the supporting materials and assumptions used to develop the proposed budget for CY 2025. Staff will seek input and direction from Committee members on the following items:

- a) Budget Summary
- b) Five-year Budget Projection
- c) Line-Item Budget

12:10 4 **MEMBER COMMENTS**

12:15 5 **ADJOURNMENT**

**Summary
SRTC CY 2025 DRAFT Budget (7-03-24)**

	-	CY 2024 Amended	CY 2025 Proposed	\$\$ change	% change
REVENUES					
1	SRTC Cash Reserve (suite 500 changes & contingency)	25,000	25,000		
2	Designated Local Funds from prior year (SRTC - SS4A)	55,000	-	(55,000)	
3	FHWA PL (Federal Public Law Funds) \$51,157 forward prior year	969,988	873,645	(96,343)	-9.9%
4	FTA (Federal Section 5303 Funds) \$110,000 forward prior year	330,077	394,830	64,753	19.6%
5	STBG Planning Funds	500,000	500,000	-	0.0%
6	Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	-	(400,000)	
7	STBG D.A.T.A. & Study Project Funds	129,600	-	(129,600)	
8	RTPO (State Planning Funds)	144,651	144,651	-	0.0%
9	V.M.T. (Vehicle Miles Travelled) Study Funds	138,000	95,000	(43,000)	-31.2%
10	Designated Grants (WA Dept Commerce - ETS)	1,200,000	1,300,000	100,000	8.3%
11	Local Member Contributions	276,299	280,192	3,893	1.4%
12	Local Member Contributions - designated SS4A from prior year	45,000	-	(45,000)	
13	Spokane County Treasury Interest	15,000	30,000	15,000	100.0%
14	TOTAL REVENUES	4,228,615	3,643,318	(585,297)	-13.8%
EXPENDITURES					
Personnel					
17	Salaries	1,136,980	1,194,875	57,895	5.1%
18	Accrued Vacation Payouts \ Unemployment	15,000	15,000	-	0.0%
19	FICA	88,126	92,555	4,429	5.0%
20	WA State Retirement System	108,354	107,897	(457)	-0.4%
21	Insurance/Benefits	182,500	198,136	15,636	8.6%
22	Total Personnel	1,530,960	1,608,463	77,503	5.1%
Contractual and Professional Services					
24	Legal Services	25,000	25,000	-	0.0%
25	Consultant & Prof Svcs	2,250	3,800	1,550	68.9%
26	State Audit Charges	20,500	22,000	1,500	7.3%
27	Professional Services - ETS Grant Work	1,200,000	1,300,000	100,000	8.3%
28	Consultant Services & SS4A	435,000	-	(435,000)	
29	Consultant Services & MTP Update	405,000	222,500	(182,500)	-45.1%
30	Consultant Services & TIP Database	18,750	16,550	(2,200)	-11.7%
31	Consultant Services & D.A.T.A.	129,600	-	(129,600)	
32	Consultant Services & Strategic Plan	-	30,000	30,000	0.0%
33	Consultant Services & V.M.T.	138,000	95,000	(43,000)	-31.2%
34	Total Contractual and Professional Services	2,374,100	1,714,850	(659,250)	-27.8%
Materials and Services					
36	Publications	500	500	-	0.0%
37	Postage	300	400	100	33.3%
38	Operating Supplies	4,500	6,700	2,200	48.9%
39	Minor Furniture/Equipment	1,000	3,700	2,700	270.0%
40	Telephone	4,860	4,980	120	2.5%
41	Advertising	3,000	4,650	1,650	55.0%
42	Rent - Office Space	95,000	68,000	(27,000)	-28.4%
43	Rent - Meeting Rooms	500	500	-	0.0%
44	Lease - Copier (and usage charges)	2,550	2,670	120	4.7%
45	Property and Liability Insurance	20,000	22,000	2,000	10.0%
46	Printing	750	8,000	7,250	966.7%
47	Interfund Charges County Treasurer (Fees)	4,860	5,110	250	5.1%
48	Contingency	25,000	25,000	-	0.0%
49	Total Materials and Services	162,820	152,210	(10,610)	-6.5%
Travel, Training, and Staff Development					
51	Mileage & Parking	2,400	2,400	-	0.0%
52	Travel / Training (Staff)	42,700	42,700	-	0.0%
53	Annual Summit / Guest Speakers	5,000	5,000	-	0.0%
54	Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
55	Dues, Subscriptions, and Memberships	9,625	10,125	500	5.2%
56	Total Travel, Training, and Staff Development	63,425	63,925	500	0.8%
IT Operations					
58	IT Professional Services	29,060	28,800	(260)	-0.9%
59	Software	39,820	42,470	2,650	6.7%
60	Hardware - New, Replacement, Repairs & Maintenance	10,500	23,500	13,000	123.8%
61	Online Services	17,930	9,100	(8,830)	-49.2%
62	Total IT Services	97,310	103,870	6,560	6.7%
63	TOTAL EXPENDITURES	4,228,615	3,643,318	(585,297)	-13.8%

Draft 5 Year Budget 7-3-24

CALENDAR YEAR BUDGETS		CY 2025	CY 2026	CY 2027	CY 2028	CY 2029	5 Year Total
1	Start Cash Reserve	725,000	725,000	719,637	524,858	255,299	
2	Start PL/FTA/STBG/RTPO Grant Carryovers	276,830	115,673	-	-	-	
3	REVENUES						
4	Cash Reserve Budgeted	25,000	25,000	25,000	25,000	25,000	
5	PL & FTA funds carried forward	161,157	115,673				
6	FHWA PL Funds	822,488	747,488	747,488	747,488	747,488	
7	FTA 5303 Funds	284,830	284,830	284,830	284,830	284,830	
8	STBG Fed Discretionary Funds (planning)	500,000	500,000	500,000	500,000	500,000	
9	V.M.T. Study Funds	95,000	-	-	-	-	
10	RTPO State Planning Funds	144,651	144,651	144,651	144,651	144,651	
11	Local Dues	280,192	280,863	281,540	282,224	282,915	
12	Spokane County Treasury Interest	30,000	30,000	25,000	20,000	15,000	
13	Local Match at least 13.5%	20%	23%	24%	24%	23%	
14	TOTAL REVENUES	2,343,318	2,128,505	2,008,509	2,004,193	1,999,884	10,484,409
15	EXPENDITURES						
16	Wages	1,194,875	1,230,721	1,267,643	1,305,672	1,344,842	
17	Accrued Vacation Payouts	15,000	15,000	15,000	15,000	15,000	
18	Payroll Taxes	92,555	95,298	98,122	101,031	104,028	
19	Retirement Benefit	107,897	111,873	127,398	142,188	146,453	
20	STA Bus Passes	3,000	3,000	3,000	3,000	3,000	
21	Insurance Benefit	195,135	204,367	214,060	224,238	234,925	
22	Personnel	1,608,463	1,660,258	1,725,223	1,791,129	1,848,249	
23	Contractual and Professional Services	50,800	50,547	51,305	52,075	52,856	
24	Project - - SS4A	-	-	-	-	-	
25	MTP Update	75,000	-	-	-	-	
26	Consultant Svcs - TBD	-	50,000	50,000	50,000	50,000	
27	TIP Database	16,550	17,378	18,246	19,159	20,117	
28	SMART Mobility Plan	30,000	-	-	-	-	
29	Economic Analysis & Grant Development	87,500	50,000	50,000	50,000	50,000	
30	Resiliency Plan	30,000	-	-	-	-	
31	Strategic Plan	30,000	-	-	-	-	
32	V.M.T. Study	95,000	-	-	-	-	
33	General Agency Operations	127,210	121,390	123,818	126,294	128,820	
34	Travel, Training, Staff Dev, Dues/Mbrshps	58,925	58,925	58,925	58,925	58,925	
35	Annual Summit/Guest Speakers	5,000	5,000	5,000	5,000	5,000	
36	IT Equipment & Services	103,870	95,370	95,770	96,170	96,570	
37	Contingency	25,000	25,000	25,000	25,000	25,000	
38	TOTAL Expenses	2,343,318	2,133,868	2,203,288	2,273,752	2,335,536	11,289,762
40	BALANCE (budgeted)	0	(5,363)	(194,779)	(269,559)	(335,652)	(805,354)
42	Ending Cash Balance (estimated)	725,000	719,637	524,858	255,299	(80,353)	

Assumptions:

- 11 Local Funds increase annual 1% populaton only
- Current staffing levels maintained
- 16 Wages adjusted upwards ~5.5% in 2024, 3% annually thru 2029
- HDHP plans @ \$2,000 in H.S.A.
- 21 Health Insurance up 5% annually
- 6 PL, FTA, STBG (PL) & RTPO funds held level - Reduction AQ \$75K in 2026
- 33 Materials / Services up 2% annually

AGENDA ITEM 3c
07/11/2024
Administrative Committee Meeting

Line-Item Budget	AMENDED		
	2025	2024 Budget	Prior year change
UPDATED 7-3-24			
	Total		
Personnel	1,608,463	1,530,960	77,503
1 Salaries (current 2024)	1,117,469	1,037,192	80,277
2 Compensation Plan COLA	33,734	41,488	(7,754)
3 Compensation Plan Merit	30,672	36,300	(5,628)
4 Planning Lead Compensation	7,000	7,000	-
5 Retention /Structural Adj	6,000	15,000	(9,000)
6 Unemployment Expense	-	-	-
7 Employee moving allowance	-	-	-
8 Vacation pay out (separation)	15,000	15,000	-
9 Total Salaries	1,209,875	1,151,980	57,895
10 FICA	92,555	88,126	4,429
11 Retirement	107,897	108,354	(457)
12 Insurance Fixed Costs - AWC/Rehn	2,500	2,500	-
13 STA CTR Passes	3,000	3,000	-
14 Insurance	192,635	177,000	15,635
15 Total Benefits	398,587	378,981	19,607
16 Total Salaries/Benefits	1,608,463	1,530,960	77,503
17			
Contractual & Professional Services:	414,850	1,174,100	(759,250)
19 Professional Services:			
20 Legal Services	25,000	25,000	-
21 HR/Benefits Consulting	1,700	1,650	50
22 Translation Services	2,000	500	1,500
23 Fire Extinguishers-Service	100	100	-
24 State Audit	22,000	20,500	1,500
25 Projects completed in 2024			
26 Project - D.A.T.A.	-	129,600	(129,600)
27 SS4A	-	435,000	(435,000)
28 Website Update	-	30,000	(30,000)
29 Projects:			
30 MTP / Needs Planning	75,000	125,000	(50,000)
31 Smart Mobility Plan (MTP)	30,000	100,000	(70,000)
32 Resiliency Plan (MTP)	30,000	100,000	(70,000)
33 Economic Analysis	87,500	50,000	37,500
34 Strategic Plan	30,000	-	30,000
35 Eco-interactive (TIP database)	16,550	18,750	(2,200)
36 VMT	95,000	138,000	95,000
37 SRTMC Data Procurement			
38			
Materials and Services	152,210	162,820	(10,610)
40 Publications	500	500	-
41 Postage	400	300	100
42 Operating Supplies (includes Ops splys & mi	6,700	4,500	2,200
43 Office Supplies	1,500	1,500	-
44 Outreach Supplies	3,000	1,000	2,000
45 Staff Apparel	1,200	1,000	200
46 Wellness Program	1,000	1,000	-
47 Minor Furniture/Equipment	3,700	1,000	2,700
48 Telephone	4,980	4,860	120
49 VOIP - Telephone Lines & Long Distanc	3,300	3,300	-
50 Telephone service/repairs	600	600	-
51 E.D./DepDir Cell phone	780	720	60
52 Agency Cell Phone	300	240	60
53			
54 Suite 500 Modifications	-	-	-
55			
56 Advertising - Legal Notices- PR	4,650	3,000	1,650
57 Board Meeting Dates	125	125	-
58 Special Meetings, MTP legal notices & C	2,000	1,555	445
59 Event Registrations/Sponsorships	1,200	-	1,200
60 TIP Approvals & Amendments & other r	1,325	1,320	5
61 Rent Land/Bigds/Facilities & CAMS	68,000	95,000	(27,000)
62 Rent - Meeting Rooms	500	500	-
63 Lease - Copier	2,670	2,550	120
65 Property/Liability Insurance	22,000	20,000	2,000
66 Printing (Bike Map = \$6,000)	8,000	750	7,250
67 Interfund Charges (Treasury Svc)	360	360	-
68 Spokane County Treasurer Fee (prior yr acth	4,750	4,500	250
69 Contingency	25,000	25,000	-
70			
Travel, Training, and Staff Development	63,925	63,425	500
72 Travel/Training	35,900	35,900	-
73 Registration	6,800	6,800	-
74 Board attendance Conf/trng	2,500	2,500	-
75 Annual Summit / Guest Speakers	5,000	5,000	-
76 Mileage and Parking	2,400	2,400	-
77 Board Meetings, Facilitators, Food	1,200	1,200	-
78 Dues, Subscriptions, and Memberships	10,125	9,625	500
79 TBD	1,000	1,000	-
80 AMPO	2,600	2,400	200
81 APA (MU, RS, JL, DF, BK, MR)	3,000	3,000	-
82 SHRM, WFOA (GG)	300	300	-
83 WTS (EM, SH, LB)	400	400	-
84 Downtown Partnership	575	525	50
85 GSI	900	800	100
86 Chmbrs of Comm (West PL, SpokVly)	1,025	900	125
87 AWC	325	300	25
88			
IT Operations	103,870	97,310	6,560
90 IT Professional Services	28,800	29,060	(260)
91 Software (Purchases and Maintenance)	42,470	39,820	2,650
92 PTV -VISUM/VISSIM	4,350	4,200	150
93 ESRI Software GIS	22,000	21,000	1,000
94 Tableau	1,680	1,680	-
95 Fortigate software	850	850	-
96 Canva Pro	140	140	-
97 Survey Monkey	450	450	-
98 Annual Finance/payroll software	2,500	2,500	-
99 Microsoft 365	6,000	6,000	-
100 Adobe Acrobat update	4,000	3,000	1,000
101 GitHub	500	-	500
102 Hardware - New and Replacement	23,500	10,500	13,000
103 Minor Equipment	2,500	2,500	-
104 Workstation Replacement	8,000	3,500	4,500
105 Hybrid office eqpt/hardware	2,500	1,500	1,000
106 Conferencing Equipment (Board room & c	-	-	-
107 IT / Network Projects (Cycrest eval) - ES	7,500	-	7,500
108 Repair Supplies (computer parts)	1,500	1,500	-
109 Equipment Repairs	1,500	1,500	-
110			
111 Online Services	9,100	17,930	(8,830)
112 Internet service	2,400	11,880	(9,480)
113 Go-Daddy-website hosting	475	275	200
114 Go-Daddy - SRTC.org	175	125	50
115 SSL Certificate	450	300	150
116 Go Daddy website security	800	550	250
117 Azure MS cloud	4,800	4,800	-
118 Contingency	25,000	25,000	-
119			
120 Total Estimated Expenditures	2,343,318	3,028,615	(685,297)
* Wages/Benefits increase 5% over 2024			-
* 2025 budget decrease 17%			-
* "No Consultants" 2025 budget 4% increase over 2024			-